

Reports to	Leader and Administrator – Extra Curriculum
Expectations	<p>All staff are expected to:</p> <ul style="list-style-type: none"> • promote a culture that reflects the ethos of the Missionaries of the Sacred Heart and to promote a Christian community and environment • promote professionalism, respect and care within our community • relate to students with compassion and availability, creating a sense of family which permeates their attitude as professional teachers and caring adults • provide the best possible outcomes for the students in their care • conduct themselves in accordance with the <i>Code of Conduct for Staff</i>, adhere to all college policies, the requirements of their employment contract and carry out the duties and responsibilities stated in this role description.
General	Sports Coaches work under the direction of their Coaching Coordinator and/or the Leader and Administrator – Extra Curriculum to provide students with instructions on technique and strategy, assisting both the team and individuals to improve their skills.
Duties and responsibilities	<p>Student Behaviour</p> <p>Always encourage high levels of sportsmanship in competitions and ensure that the spirit of the college is ever present.</p> <p>If there is any negative behaviour by a student, manage the situation and then report the behaviour to teaching staff on duty or the Leader and Administrator – Extra Curriculum.</p> <p>Student Attendance</p> <p>The coach must mark the roll at training and competition events, and chase up any absences where there is no explanation.</p> <p>If the coach is aware that students will be absent from a competition and that this will leave the team short of players, the coach must contact the Leader and Administrator – Extra Curriculum at the earliest possible opportunity.</p> <p>Training and Competition</p> <p>The coach is required to accompany and supervise the team at all training and competition events unless otherwise advised by the Leader and Administrator – Extra Curriculum. If the coach finds that they are unavailable, they <u>must contact the Leader and Administrator – Extra Curriculum at the earliest possible opportunity</u> to ensure a replacement can be organised.</p> <p>Training is generally two afternoons a week on Tuesdays and Thursdays. Coaches are asked to be on site from 3.15–5.00pm.</p> <p>It is the responsibility of the coach to:</p> <ul style="list-style-type: none"> • implement sports training sessions and programs, for individuals and/or teams/squads • deliver fitness and sports training sessions developed by the Strength and Conditioning coaches at the request of the Leader and Administrator – Extra Curriculum • identify opportunities for athletic development in individuals and/or teams/squads and discuss coaching strategies with their Coaching Coordinator to achieve desired outcomes

	<ul style="list-style-type: none"> • read and follow the risk management plan for their allocated sport • ensure they have all relevant equipment, including safety equipment • ensure they have their coach’s folder with them at all training sessions and competitions • ensure that all students are appropriately attired and wearing all necessary safety gear for their sport and position • contact the Leader and Administrator – Extra Curriculum in the event of bad weather to obtain information about training • ensure that their team are aware of weekend match details • contact the Leader and Administrator – Extra Curriculum if they are going to be short of players for a competition round • record the results of competitions and send the results by text or email to the Leader and Administrator – Extra Curriculum at the end of a competition event. <p>If a coach’s team has the first or last game on a field at a home match, they are expected to help with the set-up or pack-up.</p> <p>First Aid</p> <p>It is essential that you keep your team’s contact list and medical information up to date and with you at all training sessions and competitions. If a student becomes ill or is injured:</p> <ul style="list-style-type: none"> • apply first aid to the level of your ability • in the case of severe illness or injury, call an ambulance immediately, contact the parents and contact the Leader and Administrator – Extra Curriculum • complete and submit a Student Incident Report form as soon as possible.
<p>Work Health and Safety</p>	<p>Chevalier College is bound by the provisions of the Work Health and Safety Act 2011. The Work Health and Safety Act protects employees, other persons at work, and members of the public who enter a workplace. Achievement of WHS objectives depends on the cooperative efforts of everyone concerned.</p> <p>Staff must:</p> <ul style="list-style-type: none"> • take care to protect their own health and safety, and that of their fellow workers and students at the college • comply with statutory requirements, college policies and procedures and all lawful instructions of managerial and supervisory staff • wear/use personal protective equipment (PPE) when identified by signage, work procedures/instructions (including operating manuals and product directions), or a directive from a supervisor • ensure that when operating plant and equipment that it is operated in accordance with the manufacturer’s instructions and college safe operating procedures • not, under any circumstances, operate vehicles, plant or equipment while under the influence of alcohol, drugs (including prescribed or over-the-counter medications where directions state not to do so) or any other dangerous substance • bring any evidence of non-conformance to the attention of their direct supervisor or, if unavailable, to the attention of other managerial staff or health and safety representatives of the college.